



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Edit Asset Spares)

TABLE OF CONTENT

Scenario..... 4

1. Edit Asset Spare Information..... 4

DOCUMENT CONTROL

Document No : CMMS/ASSET/REGISTER/AS05
Document Name : Edit Asset Spares
Prepared By : Muhamad Najmi bin Badrila
Creation Date : 28/05/2024
Revision : 1.0

DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	28/05/2024	Najmi	First Version of User Manual – Edit Asset Spares

Scenario

New information of the asset is updated from manufacturer. Users need to update the asset information in CMMS System. In this syllabus, we will guide on how to update/edit asset information.

1. Edit Asset Spare Information.

What it's for

It is important to maintain latest asset information as it is used as reference to technician when doing maintenance.

Update Asset Spare Information

- 1.1 On the left panel of the system, click on **Assets > Asset Register**



Figure 1.1

- 1.2 Asset table view will pop up and data will retrieve. Click on **Define** button.

Asset No	Asset Group Code	Asset Type	Asset Code	Status	Critical Factor	Cost Center	Work Group	Short Description
ACB\100001	ACB	PM	ELE	ACT	C	8008140	UTILITY	Air circuit breaker 1600 Amp
AC100001	AC	PM	ELE	ACT	C	8008140	UTILITY	Air cond unit
GRINDER\100001	GRINDER	PM	ELE	ACT	C	8008140	UTILITY	Grinder
AC100002	AC	PM	ELE	ACT	C	8008140	UTILITY	Air cond unit
GRINDER\100002	GRINDER	PM	ELE	ACT	C	8008140	UTILITY	Grinder

Figure 1.2

- 1.3 Fill in define query criteria:
(Note: Please refer “User Manual – Define Data Query” for detail information).

Column	Operator	Value
Asset No	like	ASSET01

- 1.4 Click on **Retrieve** button and records will be shortlisted based on query criteria.

The screenshot shows the 'Define Query' dialog box. At the top, there are buttons for 'Query List', 'Retrieve' (highlighted with a red box and a callout '1.4 Click'), and 'Save'. Below these is the 'Filter By' section, which contains a table with columns: Field Name, Operator, Prompt, Value, and Logical. The table has one row: 'Asset No:', 'like', a checkbox, 'ASSET01', and 'And'. A red box highlights this row, and a callout '1.3 Type' points to it. Below the 'Filter By' section are 'Add' and 'Delete' buttons. At the bottom is the 'Sort By' section, which has a table with columns: Field Name and Ascending?. It has 'Add' and 'Delete' buttons at the bottom.

Figure 1.3

- 1.5 Select the record and click **Edit** button. Asset information viewers will open.

The screenshot shows the application interface. At the top, there is a toolbar with buttons: 'LAST QUERY' (dropdown), 'Define', 'View', 'New', 'Edit' (highlighted with a red box and a callout '1.5 Click'), 'Delete', 'Duplicate', 'Save', 'Cancel', and a dropdown arrow. Below the toolbar is a table with columns: Asset No, Asset Group Code, Asset Type, Asset Code, Status, Critical Factor, Cost, and Short Description. The table has one row: 'ASSET01', '001', '001', 'MECH', 'ACT', 'C', 'ESSB', and 'CONVENYOR'.

Figure 1.4

1.6 Click on tab **Spares** and the tab will open.

1.7 Click on **Add** button to add spares line.

1.8 Edit/Update Asset information:

Field	Value	Have Master File?
Stock No	: <Stock no>	YES
Part Number	: <Part no>	NO
Quantity Needed	: 5	NO

(Note: Field names are controlled by System Admin).

1.9 Click on **Save** button and user will redirect to Asset Table view.

The screenshot shows a software interface with a top menu bar containing buttons: Define, View, New, Edit, Delete, Duplicate, Save, and Cancel. Below the menu bar is a form for asset information. The 'Spares' tab is selected in the bottom navigation bar. A table at the bottom shows the following data:

Stock No	Part Number	Description	Quantity Needed	Total OH
ANY01	1	ANY INVENTORY 1	5.0000	20.0000

Callouts in the image indicate the following steps:

- 1.6 Click**: Points to the 'Spares' tab in the bottom navigation bar.
- 1.7 Click**: Points to the 'Add' button in the bottom right corner.
- 1.8 Insert**: Points to the table containing the spare parts data.
- 1.9 Click**: Points to the 'Save' button in the top menu bar.

Figure 1.5